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Career Development Coach

Career Development Checklist

Print out the bingo style checklist below, stick it up somewhere prominent and tick things off as you try them out.

For more background on each activity read [my article](#) in *Homeworker Magazine* 'Planning your next move' and read about the seven steps for successful career development:

1. Work out your career goals.
2. Plan accordingly.
3. Be proactive and own your development.
4. Be conscious your personal brand.
5. Get input from others.
6. Be more visible.
7. Network more consistently.

Be brave, be consistent and show up! You will be remembered, and it will make all the difference.

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☒ Career Development Checklist



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Volunteer for something at work ☐	Book a career chat with your Line Manager ☐	Follow up 1:1 with someone from a webinar ☐	Update your Personal Development Plan ☐	Write down your best achievements from the last year ☐	Update your CV (include these!) ☐
Join a Networking Group ☐	Invest in some career coaching sessions ☐	Message a former colleague - get back in touch ☐	Arrange a 1:1 with a colleague from another area ☐	Write a LinkedIn Post sharing something relevant ☐	Schedule a recurring appointment for networking ☐
Sign up for something new - meet new people ☐	Ask for a LinkedIn Recommendation ☐	Find an accountability partner ☐	Keep a list of your successes - add to it regularly ☐	Write your Elevator Pitch - practice it out loud ☐	Read / listen to a development book ☐
Listen to a podcast ☐	Ask someone you trust for feedback ☐	Set up an intro call with a new colleague ☐	Re-write your LinkedIn 'About' summary ☐	Ask someone to join your 'Board of Directors' ☐	Offer to mentor someone earlier in their career ☐



How many can you tick off this month?